

Responsibilities

Enabling Learning Objectives

- 1. State the responsibilities of the Commander, UPL, and observer.**
- 2. Select from a list, responsibilities of the ADCO, PC, EAPC, CD, and MRO.**

Click on a position to see the responsibilities.

**Alcohol and Drug
Control Officer (ADCO)**

Commander

**Installation Biochemical
Test Coordinator (IBTC)**

Unit Prevention Leader (UPL)

**Prevention Coordinator
(PC)**

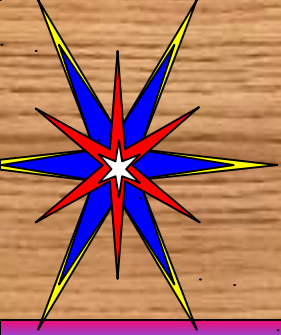
Observer

**Employee Assistance
Program Coordinator (EAPC)**

Clinical Director (CD)

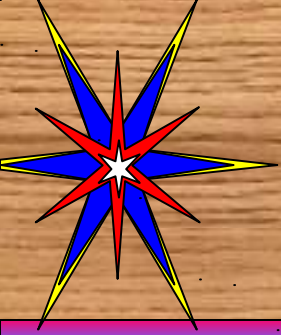
Medical Review Officer (MRO)

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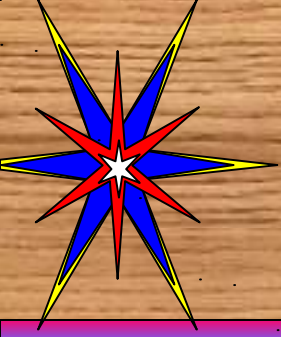
ADCO Responsibilities

- **Provide direct supervision, management, and administration over all non-clinical personnel staff and programs.**
- **Manage and monitor the biochemical testing program (Military and Civilian).**
- **Serve as the coordinator of all substance abuse/risk reduction issues.**
- **Provide commanders and supervisors with ASAP consultation to assist in the identification and referral of individuals suspected of alcohol and/or other drug abuse and in the non-clinical functions of the Army's program.**



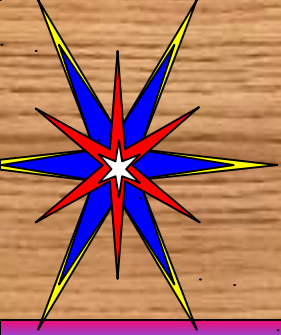
ADCO Responsibilities

- **Institute procedures and strategies designed to enhance the deterrent effect of drug testing.**
- **Consult with the ASAP clinical staff, local law enforcement personnel, and other installation personnel in designing and implementing the Installation Prevention Plan (IPP).**
- **Restrict notification of positive test results to the Soldier's unit commander, the garrison or similar level commander, and when requested, the supporting legal office**



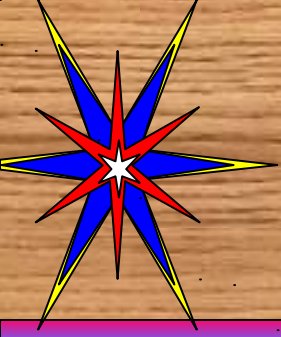
Commander Responsibilities

- **Implement a unit biochemical-testing program.**
- **Appoint an officer or noncommissioned officer (E-5 or above) on orders as the UPL who must be certified through ASAP.**
- **Select observers (E-5 or above), and a holding area NCO/Officer, for each urinalysis conducted.**
- **Implement ASAP prevention and education initiatives. All Soldiers will receive a minimum 4 hours of alcohol and other drug awareness training per year.**
- **Ensure all newly assigned Soldiers are briefed on ASAP policies and services.**



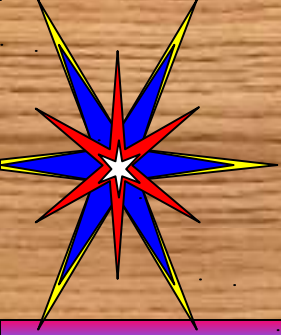
Commander Responsibilities

- **Maintain liaison with ASAP clinical and non-clinical personnel.**
- **Maintain ASAP elements while deployed, to the maximum extent possible.**
- **Immediately report all offenses involving illegal possession, use, sale, or trafficking of drugs or drug paraphernalia to the Provost Marshal (PM) for investigation or referral to the USACIDC. This includes all (random/command directed) positive test results that do not require a medical review as directed by USAMEDCOM. Positive tests that require MRO review, as directed by USAMEDCOM, will not be reported to the PM until receipt of the MRO's findings and coordination with the local staff judge advocate (SJA)/legal advisor.**



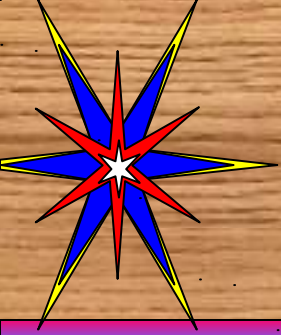
Observer Responsibilities

- **Maintain eye contact with the specimen bottle from the time it is given to the Soldier until it is placed back in the collection box.**
- **Directly observe urine leaving the donor's body and entering the specimen bottle.**
- **Ensure that the donor does not contaminate or adulterate the specimen.**
- **Control the collection process at all times.**
- **Sign the unit urinalysis ledger or testing register to verify he/she followed the correct collection procedure.**



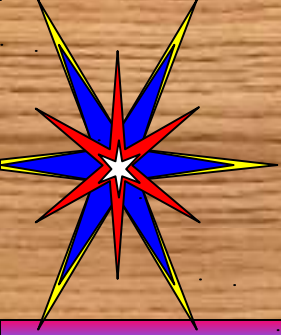
UPL Responsibilities

- **Administer the unit biochemical testing program.**
- **Assist in the briefing of all new unit personnel regarding ASAP policies and services.**
- **Develop, coordinate, and deliver informed prevention education and training to the unit.**
- **Advise and assist unit leaders on all matters pertaining to ASAP.**
- **Maintain liaison with the servicing ASAP counseling center or medical unit when deployed.**



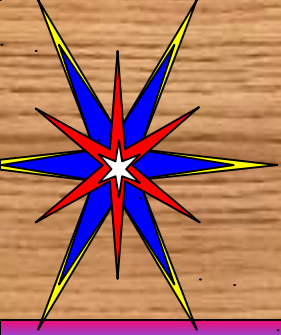
UPL Responsibilities

- **Inform the commander of the status of the ASAP and of trends in alcohol and other drug abuse in the unit.**
- **Design, implement, and evaluate the unit prevention plan, and coordinate with the installation's PCs to integrate the unit plan into the community's substance abuse prevention plan.**
- **Develop command support for prevention activities by establishing an open, honest, and trusting relationship with the unit commanders and subordinate leaders.**



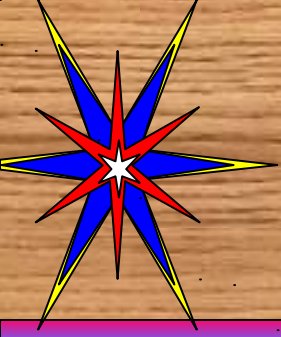
IBTC Responsibilities

- **Operate a forensically secure installation biochemical testing program control point.**
- **Serve as the installation subject matter expert on urinalysis collection and testing.**
- **Augment the installation Inspector General inspection teams.**
- **Ensure that unit urine collections are performed as required.**



IBTC Responsibilities

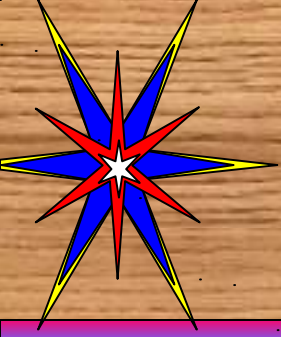
- **Provide technical assistance and support for the UPL Certification Training Program.**
- **Advise unit commanders and ADCOs on program utilization and urinalysis results.**
- **Manage expenditures and supplies**



CD Responsibilities

The Clinical Director (CD) is the chief clinician within the clinical ASAP and supervises the drug and alcohol counselors. His/her responsibilities include:

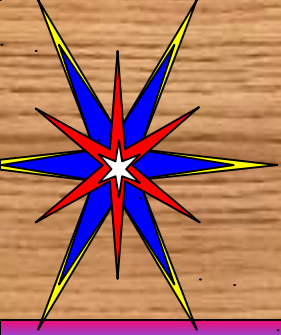
- **Administering and managing the treatment and quality assurance functions of the ASAP.**
- **Informing the ADCO of issues affecting the ASAP program.**
- **Ensuring ASAP screening, evaluations, and command consultations are performed as required.**



MRO Responsibilities

The Medical Review Officer (MRO) is a physician that should be on appointment orders from the Medical Treatment Facility commander.

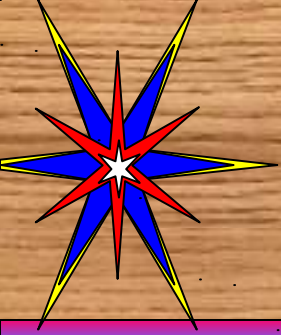
- The MRO makes a determination if a Soldier's positive drug test was caused by a legitimate prescription or not. Only drug positives that may have a legitimate medical use, as determined by USAMEDCOM, are reviewed by the MRO.**
- The MRO reviews and signs all civilian drug test results.**



PC Responsibilities

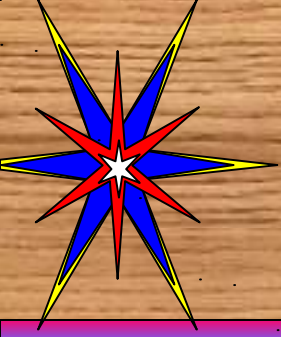
The Prevention Coordinators (PC) is responsible for prevention and training on the installation and works for the ADCO. The PCs responsibilities include:

- Promote ASAP services using marketing, networking, and consulting strategies.**
- Ensure all military and civilian personnel are provided prevention education services as required by AR 600-85.**
- Maintain liaison and coordination with the installation training officer to assist in integrating the preventive education and training efforts into the overall installation training program.**



PC Responsibilities

- **Design, develop, and administer target group-oriented alcohol and other drug prevention education and training programs in coordination with the ASAP staff and other installation prevention professionals.**
- **Maintain liaison with schools serving military family members, civic organizations, civilian agencies, and military organizations to integrate the efforts of all community preventive education resources.**
- **Oversee the UPL training program.**
- **Address military community risk levels and work toward reducing the risk factors.**



EAPC Responsibilities

The Employee Assistance Program Coordinator (EAPC) is the point of contact for employees who have any kind of problem and need assistance.

The EAPC works for the ADCO.